

**PRE-DEPT HEAD SCHOOL
FREQUENTLY ASKED QUESTIONS**

Q: When should I contact the 1st Tour DH Detailer?

A: You may contact the 1DH Detailer any time after you have signed your DHRB contract and in your shore assignment prior to DH School. If you have questions regarding the DH position or the process that may impact your decision to sign, please contact the 1DH Detailer. The 1DH Detailer will assist you with any questions in relation to DH School, potential billets, O4 career timing, and determining class assignments. The 1DH Detailer does not slate DHRB contract signers to shore duty assignments.

Q: What is the best way to contact my detailer?

A: You may contact your detailer via email or telephone. Contact information for all detailers is posted on the main PERS-41 website. If you call and need to leave a voicemail, it is recommended that you repeat your name and phone number more than once to ensure we can return your phone call. If you transfer duty stations, please send an email with your updated contact information. Don't forget that Millington, TN is in Central Standard Time. Provide contact info in fol format:

Personal email: xxxxx.xxxx@gmail.com; Work Email: xxxxxx.xxxx@navy.mil
Cell: XXX-XXX-XXXX; Work: XXX-XXX-XXXX

Q: When should I go to DH School?

A: You should be in DH School by ~7.5 YCS (Year of Commissioned Service). This milestone is to ensure that you have graduated DH school and are serving in a 1DH billet with sufficient time prior to your first "in-zone" look at the O4 promotion board.

Q: How do I know when I am in-zone?

A: You can determine your lineal number by visiting the NPC/Boards/General Board Info webpage and click on the "in-zone" determination document or by downloading your ODC (Officer Data Card) from the BUPERS Online Website. Zone projections are not posted on the NPC website (and our office is not authorized to post them), but any of the detailers can provide you with the information.

Q: How do I know when I am going to DH School?

A: Contact the 1DH Detailer and he will be able to tell you to which class you are assigned. It is recommended that you wait to contact him until after you sign your DHRB contract and are on shore duty to ensure that we have a more accurate prediction of your timing. After you have been assigned a class, you need to ensure that you adjust your PRD at your current command to support your DH class assignment.

Q: What if I am attending NPS and will graduate prior to my 7.5 YCS?

A: You should contact your JO Detailer to determine what options are available to you after graduation when you are 6-9 months from your PRD.

Q: What if I want to go to DH school prior to or after my 7.5 YCS in support of a family or extenuating circumstance?

A: Contact the 1DH Detailer regarding your situation. He/she will work with you to determine if you can move to an earlier/later class based upon availability and projected O4 timing. Quota availability may be a limiting factor so please provide the 1DH Detailer with all concerning information to aid us in making a decision. The more we know, the BETTER we can help you!

Q: I am married (or soon to be married) to a military spouse, can we be co-located together?

A: Yes, we work very hard to keep military families together. If you are both 1110s, contact your respective detailers and ensure that they are aware of your marital status (or pending marital status). If your spouse is a different designator, provide contact information for your spouse's detailer to assist in confirming the co-location during your slate. We will make sure to keep you informed if there are any hard spots in the co-location process. It can be challenging when your spouse is in a different service; however, we will continue to work hard to ensure that we station you and your spouse together OR as close as possible to a location that is supportable with the options provided by the other service. It is recommended that you reach out early for co-location requests between services so that we have enough time to work ahead of potential hard spots with your spouse's detailer on possible duty locations.

Q: When will I get my slate for my DH tour?

A: The DH School dates are provided on the PERS-41 Department Head webpage. Additionally, the website lists the expected timeline for when you will be slated for your DH job, begin DH School, and when you should expect to see orders to DH School and your 1DH job.

Q: How does the slating process work?

A: As a P-DH, you will receive a "slating email" with all billets that are projected to be available when you graduate from DH School. You are required to rank your top 15 preferences AND rank your preference of homeport, platform, and billet. You can find an example of a DH slate on the PERS-41 Department Head webpage. After all inputs are received, the class members are ranked utilizing the following formula:

$$2(TA/RSCA) + .5(QP)$$

TA = Trait Average of your BEST Competitive (ranked) AT-SEA FITREP

RSCA = Reporting Senior's Cumulative Average

QP = Qualification Points (EOWW + TAO)

We match talent to task while doing our best to take your duty preferences and afloat experience into consideration. We assign billets starting with the #1 person on the slate utilizing their preference list, needs of the Navy, and career needs (not in that order). As always, we will take Co-Location (MIL/MIL), EFM, and other extenuating circumstances into account during the slating process. Every attempt is made to align Officers with their preferences, but we also place a priority on setting ships up for success by spreading talent and skillsets throughout the fleet.

Q: Why didn't I get my number one choice?

A: Ranking is directly tied to your Division Officer Performance and qualifications from Sea Duty (SUSTAINED PERFORMANCE AT SEA). Understand that a high slate ranking does not necessarily guarantee your number one choice – your skillset may be required in a different homeport or in a platform not listed in your top fifteen preferences. Every slate is different in respect to the Fleets' needs as well as availability for billets, homeports, and platforms. Contact the 1DH detailer after slating if you have any additional questions.

Q: Can I request to be re-slated?

A: You can request that the 1DH Detailer add you to a list for potential re-slates, but there is no guarantee of re-slating and you should plan on executing your orders from your original slate. If an opportunity arises, we will take your request into consideration as we have had success in the past. Further, you can explore swapping with a classmate; however, both parties must agree and the swap needs to be approved by PERS-41 to ensure that everyone's timing and training can support.

Q: Will I be re-slated?

A: There are always unpredictable circumstances in the fleet (LIMDU, DFC, etc) that may cause a need for a re-slate – you should always be prepared for this possibility. When this occurs, we work to keep you matched up with the same billet, platform, and homeport from your original slate, but in some instances this may not be supportable. Your patience and assistance throughout this process is greatly appreciated.

REMINDER: It is always recommended that you do not contact your ship until you have received orders in DH School to your ship due to the potential for re-slates. This advice also applies to any major purchases (home, car, RVs, etc.).

Q: Why does someone else have the same slate as me?

A: Due to the large number of P-DHs that we have compared to the number of 1DH billets, there are often times when you can be slated to a job behind someone that is still waiting to enter the same 1DH job. We will continue to utilize your O4 and DH school timing to set you up for success for your 1DH Tour and the O4 promotion board.

Q: Can I move my DH class to slate to a specific job?

A: Your DH class assignment is made to support your projected O4 timing and Shore Duty PRD. Everyone slates equally on the slate and we do not make any promises in advance for assigned billets, platforms, or homeports.

Q: Will I be required to serve in a DH job based upon my DIVO tour?

A: We take everyone's preferences into account and do not require DHs to have served in a similar billet as a DIVO. There are some billets and homeports where we attempt to send Officers with strong skillsets to support these challenging jobs and high OPTEMPO. If you want a job - PUT IT AS YOUR #1 PREFERENCE and explain why in your narrative.

Q: Do I need an EOOW letter to serve as a CHENG?

A: Yes, you need an EOOW letter to serve in a CHENG billet and ideally a Division Officer tour in an Engineering billet, but there are exceptions based on an Officer's record.

Q: Does having an EOOW letter mean that I will serve as a CHENG?

A: Along with the Fleets' needs, we will utilize your preferences and qualifications to slate you to your 1DH billet to ensure that we put you in a job where you will be most effective. There will be some slates where the demand for CHENGs may be greater than the number of people that have EOOW letters. Historically, we have enough Officers that desire to be CHENGs to fill available CHENG billets.

Q: How do I adjust my PRD?

A: You can find an example PRD Extension request under the "Battle ADMIN/Templates" section of the PERS-41 webpage. Submit the endorsed letter to your JO Detailer and cc the 1DH Detailer.

Q: When will I receive orders after I am slated?

A: The goal is to have orders released 4-6 months prior to your detachment date for DH School.

Q: I am interested in Early Command (EC), should this impact my 1DH preferences?

A: Department Heads in all billets and platforms are able to apply and compete equally for EC. Do not let your desire for EC impact what billet that you choose for your 1DH tour (i.e. Fleet-ups). We will work to ensure there are reliefs or adjust timing if you are selected and slated to an EC billet.

Q: When can I expect to attend tactical training?

A: SWOS and ATRC moved all tactical training to be completed post Department Head School. There may be some extenuating circumstances and timing that require us to send you to training prior to DH School, but the standard is for everyone to attend on the back-end. There are example potential training pipelines for each platform and CDPs for courses listed on the PERS-41 Department Head webpage. You can utilize this information and the CANTRAC website to estimate potential course dates.

REMINDER: The Placement Officer is managing requirements for all Officers in the fleet (not just P-DHs) which may impact you not attending the first class after graduation. Please be prepared for potential changes or different timelines than you projected. Your classes will not be confirmed until your orders are released in DH school.

Q: Can I travel to DH school unaccompanied?

A: It is up to you and your family if you would like to PCS your family to Newport. Contact the 1DH Detailer regarding the procedures for BAH entitlements.

REMINDER: Newport no longer provides free Bachelor Quarters. It is recommended that you contact the Newport Housing Office early for more information on bachelor housing options to assist in making your decision.

Q: Why don't my orders to SWOS send me all the way to my ship?

A: You will be issued one set of orders to PCS to Newport and then after you check-in to SWOS, you will be issued your PCS orders to your ship. We cannot issue you two sets of PCS orders at a time and we are required to issue you PCS orders to Newport.

Q: What if I have more questions about Department Head School?

A: Visit the SWOS Command website at:
<http://www.netc.navy.mil/centers/swos>